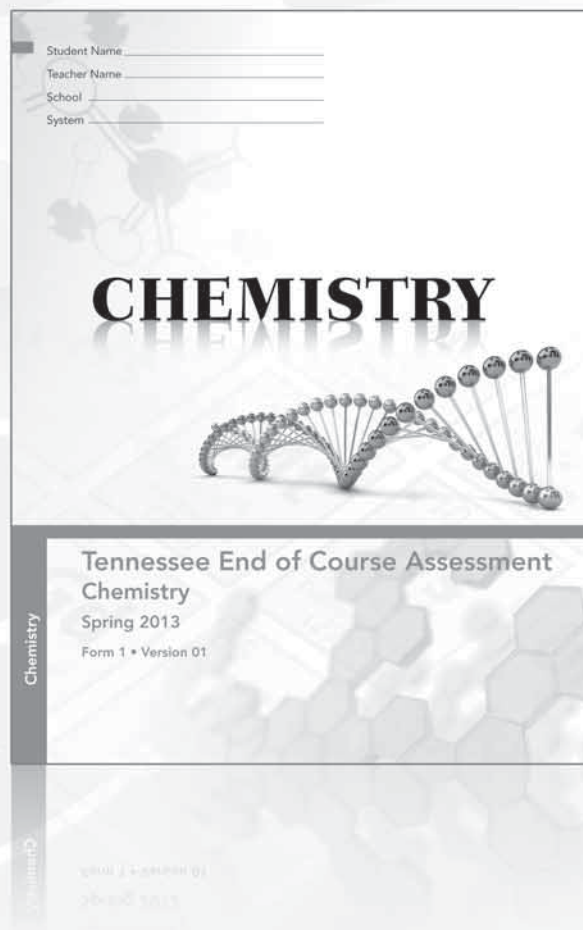


# FIELD TEST ADMINISTRATION MANUAL



## Tennessee Chemistry End of Course Assessment Field Test Administration Manual Spring 2013

### Additional Information for EOC

Procedures not addressed in this abridged manual (e.g., test security guidelines, accommodations, coding instructions for student demographic information) are covered in full in the *Spring 2013 End of Course Test Administration Manual* (TAM). The TAM is available online at [http://www.tn.gov/education/assessment/other/S13\\_TN\\_EOC\\_TAM](http://www.tn.gov/education/assessment/other/S13_TN_EOC_TAM)

### Population of Testers

The Chemistry End of Course (EOC) Field Test must be administered to all students currently enrolled in Chemistry.

### Test Administration Date

Systems must choose one day to administer the field test from the week of April 22 – April 26, 2013. Make-up testing is not permitted.

### Test Schedule

Test Administration Date	
Chemistry EOC Field Test	April 22 – April 26, 2013
Make-up	Not Permitted
Return of Test Materials to Pearson	
First Date	Last Date
Thursday, April 25, 2013	Friday, May 3, 2013

### Test Materials

Test booklets and answer documents used for the field test are red and are labeled Form 1. There are 6 versions of the test booklet.

Test Booklets: Form 1, Versions 01–06

Answer Documents: Form 1

Modified Format: Large Print Only

If test booklets and answer documents received for the field test do not appear as described above, immediately contact Pearson at 1-888-817-8658. **Upon completion of testing, all Scorable and Non-Scorable materials must be returned to Pearson.** Please refer to the return procedures included in this manual.

### Administration Procedures Not Required for the Chemistry EOC Field Test

The following processes are not necessary:

- Submission of Adequate Yearly Progress (AYP) Form
- Submission of Medical Exemption Requests
- Completion of Student Demographic Data Verification (SDDV) Process
- Completion of Faculty Student Data (FSD) Process

### Answer Document Coding Instructions

All appropriate fields must be completed. Please refer to the *Spring 2013 End of Course Test Administration Manual* (TAM) for instructions.

### Procedures for Reports of Irregularity

Refer to the *Spring 2013 End of Course Test Administration Manual* (TAM) for examples of testing irregularities. The Report of Irregularity (RI) is used to report a serious irregularity during testing. **The RI should only be used for irregularities listed on the RI form.** In the event of a testing irregularity, adhere to the following procedures:

- upload and submit an RI form.

### **Procedures for Breaches of Test Security**

Refer to the *Spring 2013 End of Course Test Administration Manual* (TAM) for examples of breaches of test security. In the event of a potential breach of test security, adhere to the following procedures:

- Immediately report the potential breach of test security to the System Testing Coordinator. The System Testing Coordinator should contact the Office of Assessment, Evaluation and Research Executive Director to receive further instructions.
- Conduct an immediate and thorough local investigation of the incident. Results of the investigation should include interviews as appropriate and written documentation.
- **Complete an RI form.** Refer to the EOC TAM for instructions on completing an online RI form.
- Contact the Office of Assessment, Evaluation and Research to review the investigation results.
- If no breach is found, re-train staff on Test Security Law and local policies. Consider revision of policies and procedures to avoid future problems.
- **If a breach is found, complete a Breach of Testing Security Report form.** Refer to the EOC TAM for instructions on completing an online RI form.
- Review local policies and procedures for revisions and re-train staff to avoid further infractions. A breach may or may not warrant suspension of offending personnel.


### **Inactive Test Materials**

Return all inactive test materials to Pearson.

### **Reporting**

School systems will not receive student performance data. Because the Spring 2013 Chemistry EOC assessment is a field test, it will have no impact on the course grade.

## Breach of Security, sample



Hello, User Name [\[ Update My Profile \]](#) [\[ Log Off \]](#)

Change Site   
View To:

COMMUNICATIONS | MATERIALS | PROCESSING | REPORTING | RESOURCES

PROCESSING > REPORTS OF IRREGULARITY (RI)

SGLs | RIs | School AF Audit | District AF Audit | State AF Audit | Processing Admin

RI Serial #

There are NO attachments ([Click to Add](#))

Test:

Grade:

Content Area / Subtest:

☐ Algebra I  
☐ Algebra II  
☐ Biology I  
☐ English I  
☐ English II  
☐ English III  
☐ US History

This form is to be used only if one of the following irregularities occurred. **Please mark the most appropriate that apply below:**

☐ A. A student or a group of students cheated"

☐ B. Test administrator/proctor provided inappropriate assistance to student(s)

☐ C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below

☐ D. For timed tests/subtests, time limits were not observed. This includes receiving unauthorized additional time or not enough time, working ahead, or going back to a previously completed subtest

☐ E. A student completed a test using defective materials or the test became damaged or contaminated. This form should be used **ONLY** if the transfer of all information to another answer document could not be made

☐ F. A student took the wrong test or subtest. District Testing Coordinator must contact the State for further instructions

☐ G. Improper test modifications/accommodations were used

☐ H. Breach of Security Request

☐ I. Medical Exemption Request

☐ J. Other reasons. Please specify

Note: **The Breach of Security and Medical Exemption Request Forms are now to be completed online.** The PDF version of the [Breach of Security](#) and [Medical Exemption Request](#) are still available in case you need to print them.

District Name:

School Name:

Incident Date:

Teacher Info (as on the Group Information Sheet):

Last Name:   
First Name:

Contact Information for the State:

Name:   
Email:

Unique ID | Last Name | First Name | Middle Name

**Student Info**

Last Name (as appears on test document):

First Name (as appears on test document):

Middle Initial (as appears on test document):

Student Unique ID:

## Test Directions (Chemistry EOC Field Test)

Make sure each student has the correct test booklet, corresponding answer document, and a pencil. The test booklet and answer document should be the same color. Read the bold statements beside the word "Say" verbatim to the students. This is to be read after student demographics have been completed (see pages 24-27 of the *Spring 2013 End of Course Test Administration Manual* [TAM]).

Say     **Look at the front of the test booklet. Write your first and last name in the blank at the top of the cover of the test booklet. Print the name of the teacher you had for this subject, the school name, and the school system name in the blanks provided.**

Make sure the students complete this information.

Say     **On the front cover of the test booklet is the Version number. Make sure the same number is filled in on the front of your answer document in the section labeled "TEST VERSION."**

Make sure the students complete this information.

Say     **Read the directions on the back of the answer document. Here are some important points to remember as you take the test. Read each question carefully. Fill in the circle on the answer document that matches the answer you choose for each question. Fill in the circle completely with heavy and dark marks. If you want to change an answer, completely erase the mark and fill in the circle of your new answer choice. Remember to read all the directions carefully. You should attempt every item on the test.**

**When you come to the word *STOP*, you have finished the test. When you have finished, you may check your answers. Then sit quietly until everyone has finished.**

**Are there any questions?**

Answer any questions the students have about the directions on taking the test.

When the students have completed the test,

Say     **This is the end of the test. Put down your pencil and close the booklet. Sit quietly while the test materials are collected.**

Collect all test materials.

## POST-TEST PROCEDURES

### Group Information Sheet (GIS)

#### CODING INSTRUCTIONS

The Group Information Sheet (GIS) provides data that will appear on reports. It is essential that a complete and accurate GIS be placed on top of each stack of answer documents that are to be processed together.

**GISs pre-coded with school-specific data must not be interchanged between schools or systems.**

- ☐ Ensure GIS information is properly marked.
  - ☐ use No. 2 pencil to make dark solid marks that fill the circle completely
  - ☐ make no stray marks
  - ☐ marking more than one circle in each column will invalidate the coding
  - ☐ erase changes completely
  - ☐ do not fill in circles beneath blank boxes
- ☐ Keep the following points in mind when preparing the GIS.
  - ☐ note that some information may have been pre-coded
  - ☐ answer documents to be scanned must be placed under a GIS (a maximum of fifty answer documents per GIS)
  - ☐ answer documents to be destroyed should not be placed under a GIS
  - ☐ if completing a blank GIS, refer to a pre-coded GIS to ensure information is identical for processing
- ☐ Complete GIS information.
  1. **SYSTEM NAME:** This may be preprinted. Print system name.
  2. **ASSESSMENT TYPE:** Bubble “End of Course.”
  3. **CONTENT AREA:** Using a No. 2 pencil, indicate the content area being tested.
  4. **SYSTEM NUMBER:** This may have been pre-coded. If using a blank GIS, fill in system number. Precede system number with zero(s), if needed, to complete the 5-digit number.
  5. **SCHOOL NUMBER:** This may have been pre-coded. If using a blank GIS, fill in system number. Precede system number with zero(s), if needed, to complete the 4-digit number.
  6. **SCHOOL NAME:** The school name may have been preprinted. If using a blank GIS, print the school name exactly as it appears on a preprinted GIS. If preprinted forms are not available, the System Testing Coordinator must contact Assessment, Evaluation and Research for correct coding information.
  7. **TEACHER LAST NAME:** Print teacher’s last name in the boxes. Fill in the corresponding circle below each letter.
  8. **TEACHER FIRST NAME:** Print teacher’s first name in the boxes. Fill in the corresponding circle below each letter.
  9. **LICENSE NUMBER:** The teacher’s license number must be filled in accurately. If the number has fewer than nine digits, pre-fill the empty bubbles, using leading zeros.
  10. **CLASS PERIOD:** Fill in the circle for the appropriate class period.
  11. **NUMBER STUDENTS TESTED:** Print in the boxes the number of students tested (this includes any student who refuses to test or leaves the testing area). Fill in the corresponding bubble below each number. Single- or double-digit numbers must be preceded by zero(s).

12. **NUMBER STUDENTS ABSENT:** Print in the boxes the number of students absent who were required to test. Fill in the corresponding bubble below each number. Single- or double-digit numbers must be preceded by zero(s).
13. **NUMBER ANSWER DOCUMENTS RETURNED:** Print in the boxes the total number of students testing and students absent (e.g., Box 11 + Box 12 = Box 13).



## Group Information Sheet (GIS), Sample

[illegible]



## Inactive Test Material (ITM)

Documents attached to an Inactive Test Material (ITM) form are inactive and are not to be scored. Answer documents should be considered inactive for the reasons **listed on the online form only**. If an answer document contains responses, the responses and student demographics must be transcribed to a new answer document before placing the document to be voided under this form (contaminated and bio-hazard documents, e.g., blood or vomit, should be destroyed locally and documented on this form). If an online form is completed, print and sign the form and attach any related test materials and insert into the ITM envelope.

### Updated Instructions on How to Complete an Online ITM Form:

- ☐ To complete the online ITM information; use the Reports of Irregularity (RI) process.
  - Go to <https://tdoe.randasolutions.com> (requires User Name and Password).
  - Select “Assessment Forms” from the “Processing” tab.
    1. Select the RI button at the top of the School Audit.
    2. Select Grade and Content Area/Subtest.
    3. Select the irregularity: **Option E only**.
    4. System and School Name will be pre-populated.
    5. Enter Incident Date.
    6. Enter Teacher Info (Last Name, First Name).
    7. Enter Contact Info (Name, Email).
    8. Document the Occurrence: Complete **one form for each incident type per grade/content area**. Choose from one of the four Incident Types provided. Provide a detailed explanation of the ITM. Incomplete information may result in delayed test processing.
    9. Enter Student Info (Last Name, First Name, Middle, Unique Student ID).
  - ✓ **Be sure to select the “Add Student to List” button.**

### Post-Test Procedures


- ☐ Once all ITMs are for a school have been documented with an RI, submit to the system for review. Once all ITMs are complete for a system, the System Testing Coordinator must submit to the State. If a school has no ITM issues to report, select “No ITM’s for (Test Administration)” in the RI application on EdTools at <https://tdoe.randasolutions.com>.

The screenshot displays the EdTools web application interface. At the top, there is a header with the Tennessee Department of Education logo, a user greeting, and navigation tabs for COMMUNICATIONS, MATERIALS, PROCESSING, REPORTING, and RESOURCES. The PROCESSING tab is active, leading to the 'REPORTS OF IRREGULARITY (RI)' section. Below this, there are buttons for SGLs, RIs, School AF Audit, District AF Audit, State AF Audit, and Processing Admin. The main form area shows fields for ASSESSMENT (2013 SPRING EOC), DISTRICT (00000), and SCHOOL (0000), each with a 'change' link. There are two checkboxes: 'No RI's for 2013 Spring EOC' and 'No ITM's for 2013 Spring EOC'. A large text area labeled 'Notes:' is provided for additional information. At the bottom of the form is an 'Add New RI...' button. The footer contains the Tennessee Department of Education contact information and the website URL.

## Return Instructions for ITM Forms:

- ☐ The following test materials **should not** be included under ITM:
  - Braille and Large Print test books (Return these with other test books in the non-scorable boxes.)
  - Transcribed answer documents (Place these under the correct header with the scorable materials.)
  - Test booklets with only student names or random marks (Place these in the non-scorable boxes.)
  - Test booklets or answer documents with manufacturing defects (System Testing Coordinator must contact Pearson for further instructions.)
  - Unused, pre-coded GIS forms (Place them with non-scorable materials.)
- ☐ Test Administrator Responsibilities
  - Do not write on answer documents.
  - Identify any answer documents or test booklets to be included under ITM.
  - Notify Building Testing Coordinator of any significantly damaged or contaminated (e.g., vomit, blood) documents for review.
- ☐ Building Testing Coordinator Responsibilities
  - Do not write on answer documents.
  - Ensure materials under the ITM are those documented on the online form.
  - Verify the use of form corresponds to allowed reasons only.
  - **Sign** completed forms.
  - **Ensure that damaged/contaminated documents are transcribed to a clean answer document that is placed under the appropriate GIS form. (Contact the state for instructions about the handling of contaminated and bio-hazard answer documents.)**
  - Ensure any duplicate answer documents under an ITM have a corresponding document under the appropriate GIS form.
  - Pack and return the ITM envelope to the System Testing Coordinator per instructions.
- ☐ System Testing Coordinator Responsibilities
  - Do not write on answer documents.
  - After reviewing the ITM for appropriate use and accurate completion, **sign** ITM.
  - Confirm that damaged/contaminated answer documents were transcribed and that an online RI for the ITM form was completed.
  - Destroy contaminated answer documents, and note on the ITM form that they were destroyed.
  - Return the ITM envelopes in the scorable boxes with the pink return label.

## Inactive Test Material (ITM), Sample



Hello, User Name [\[ Update My Profile \]](#) [\[ Log Off \]](#)

Change Site 
View To:  Go

COMMUNICATIONS
MATERIALS
PROCESSING
REPORTING
RESOURCES

PROCESSING > REPORTS OF IRREGULARITY (RI)

SGLs
RIs
School AF Audit
District AF Audit
State AF Audit
Processing Admin

RI Serial #

Test: 2013 Spring K-2

Grade: 1

Content Area / Subtest:

- ☐ Language Arts
- ☒ Math
- ☐ Reading
- ☐ All Content Areas

Test Part: Mathematics Problem Solving

After you have saved your RI, you will be able to add attachments

This form is to be used only if one of the following irregularities occurred. **Please mark the most appropriate that apply below:**

- ☐ A. A student or a group of students cheated"
- ☐ B. Test administrator/proctor provided inappropriate assistance to student(s)
- ☐ C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below
- ☐ D. For timed tests/subtests, time limits were not observed. This includes receiving unauthorized additional time or not enough time, working ahead, or going back to a previously completed subtest
- ☐ E. A student completed a test using defective materials or the test became damaged or contaminated. This form should be used **ONLY** if the transfer of all information to another answer document could not be made
- ☐ F. A student took the wrong test or subtest. District Testing Coordinator must contact the State for further instructions
- ☐ G. Improper test modifications/accommodations were used
- ☐ H. Breach of Security Request
- ☐ I. Medical Exemption Request
- ☐ J. Other reasons. Please specify

Note: **The Breach of Security and Medical Exemption Request Forms are now to be completed online.** The PDF version of the [Breach of Security](#) and [Medical Exemption Request](#) are still available in case you need to print them.

District Name: 00000 - DISTRICT NAME

School Name: 0001 - SCHOOL NAME ELEM

Incident Date: 12/11/2012

Teacher Info (as on the Group Information Sheet):

Last Name:
First Name:

Contact Information for the State:

Name:
Email:

Student Info

Last Name (as appears on test document):

First Name (as appears on test document):


Unique ID
Last Name

Download ITM Form

The ITM form needs to be included with answer documents/test booklets even if the inactive materials have been destroyed. Make sure you have a copy of the form to include when test materials are returned. Choose to "download" the ITM form for printing or "Continue" if you already downloaded the form.

Download & Continue
Continue

## Report of Irregularity (RI), Sample



Hello, User Name [\[ Update My Profile \]](#) [\[ Log Off \]](#)

Change Site: 
View To:

COMMUNICATIONS
MATERIALS
PROCESSING
REPORTING
RESOURCES

PROCESSING > REPORTS OF IRREGULARITY (RI)

SGLs
RIs
School AF Audit
District AF Audit
State AF Audit
Processing Admin

RI Serial #

There are NO attachments ([Click to Add](#))

Test:

2013 Spring EOC

Grade:

11

Content Area / Subtest:

☐ Algebra I
☐ Algebra II
☐ Biology I
☐ English I
☐ English II
☐ English III
☐ US History

District Name:

00000 - DISTRICT NAME

School Name:

0001 - SCHOOL NAME HS

Incident Date:

12/11/2012

Teacher Info (as on the Group Information Sheet):

Last Name:
First Name:

Contact Information for the State:

Name:
Email:

Unique ID

Last Name

First Name

Middle Name

**Student Info**

Last Name (as appears on test document):

First Name (as appears on test document):

Middle Initial (as appears on test document):

Student Unique ID:

## Return Procedures for Spring 2013 Chemistry Field Test Scorable Test Materials

**Notice: Return all answer documents within 3 business days following completion of testing.**

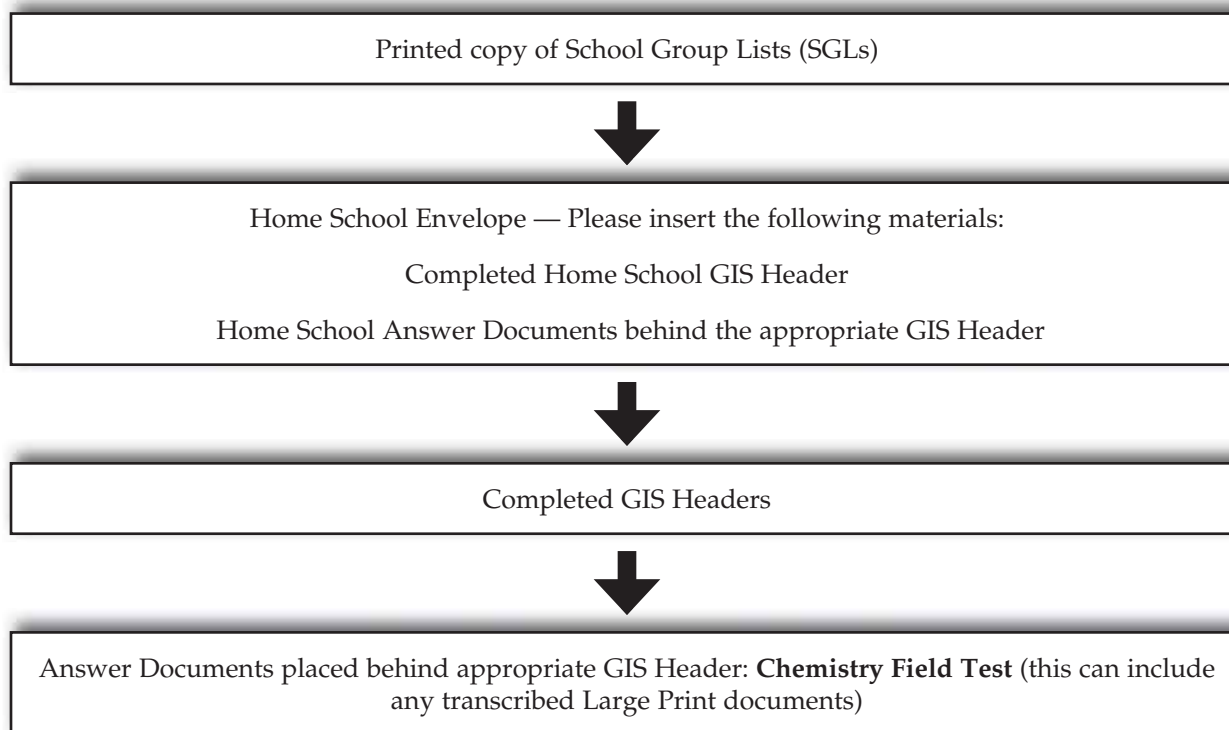
The System Testing Coordinator is responsible for arranging the pickup of all test materials. Contact Pearson at 1-888-817-8658 if there are any problems packing materials or arranging for pickup.

- ☐ 1. Return labels are located within the System Return Shipping Kit.
- ☐ 2. Check all return materials for completed loose answer documents.
- ☐ 3. Pack all test materials **by school, in the boxes that the test materials were shipped in.**
- ☐ 4. Assemble the **SCORABLE** test materials to be returned. See the Assembly Diagram for Return of Scorable Materials document in this packet.
- ☐ 5. **For UPS returns** — Each box will have two labels:
  - MAGENTA for Scorable materials **plus** a UPS return label.
  - Mark boxes 1 of \_\_\_\_, 2 of \_\_\_\_, etc. to ensure the correct number of MAGENTA labeled boxes is received by Pearson.
- ☐ 6. **For FedEx Freight / or other trucking company returns** (if you received a Bill of Lading [BOL] in your System Return Shipping Kit) — Each box will have one label:
  - MAGENTA for Scorable materials **plus** the FedEx Freight Bill of Lading (BOL). Only 1 BOL needed.
  - Mark boxes 1 of \_\_\_\_, 2 of \_\_\_\_, etc. to ensure the correct number of MAGENTA labeled boxes is received by Pearson.
- ☐ 7. Seal all boxes using shipping tape.
- ☐ 8. Store all boxes in a dry, secured location until pick-up.



## ASSEMBLY DIAGRAM FOR RETURN OF SCORABLE MATERIALS

Please return materials in the order shown.



## Return Procedures for Spring 2013 Chemistry Field Test Non-Scorable Test Materials

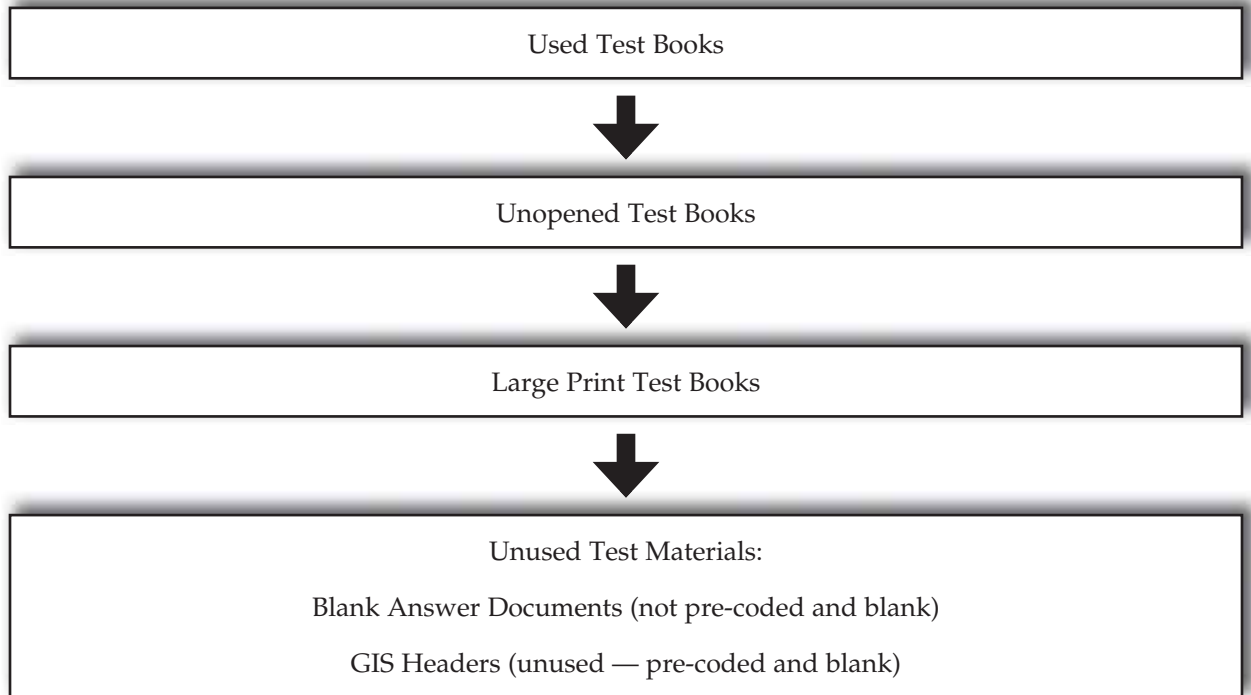
**Notice: Return all answer documents within 3–5 business days following completion of testing.**

The System Testing Coordinator is responsible for arranging the pickup of all test materials. Contact Pearson at 1-888-817-8658 if there are any problems packing materials or arranging for pickup.

- ☐ 1. Return labels are located within the System Return Shipping Kit.
- ☐ 2. Pack all test materials **by school, in the boxes that the test materials were shipped in. Place on pallets and wrap pallet if returning by FedEx Freight / or other trucking company.**
- ☐ 3. Assemble the **NON-SCORABLE** test materials to be returned. See the Assembly Diagram for Return of Scorable Materials document in this packet.
- ☐ 4. **For UPS returns** — Each box will have two labels:
  - PEACH for Non-Scorable materials **plus** a UPS return label.
  - Mark boxes 1 of \_\_\_\_, 2 of \_\_\_\_, etc. to ensure the correct number of PEACH labeled boxes is received by Pearson.
- ☐ 5. **For FedEx Freight / or other trucking company returns** (if you received a Bill of Lading [BOL] in your System Return Shipping Kit) — Each box will have one label:
  - PEACH for Non-Scorable materials **plus** the FedEx Freight Bill of Lading (BOL). Only 1 BOL needed.
  - Mark boxes 1 of \_\_\_\_, 2 of \_\_\_\_, etc. to ensure the correct number of PEACH labeled boxes is received by Pearson.
- ☐ 6. Seal all boxes using shipping tape.
- ☐ 7. Store all boxes in a dry, secured location until pick-up.

## ASSEMBLY DIAGRAM FOR RETURN OF NON-SCORABLE MATERIALS

Please return materials in the order shown.



**Examine all test booklets to ensure that no used or unused answer documents have been left inside. Make sure all answer documents are returned accordingly under a GIS.**

## Scheduling a Pick Up with UPS

- Call UPS at (800) 823-7459 to schedule all pick ups (ground and air).
- The System Testing Coordinator should provide UPS with the following information:
  - Tell the UPS representative you are calling in a pick up request for Pearson and will be using their "Return Service".
  - Provide UPS with the following information:
    - ✓ Account # from the return label.
    - ✓ The physical location where packages are to be picked up from.
    - ✓ Estimated number of packages that will be available for pick up.
- Pick ups should be scheduled 24–48 hours in advance. There can be time constraints for specific pick ups based on the Systems location. The UPS Representative will let the System Testing Coordinator know if the pick up can not be made as requested and will help the System Testing Coordinator adjust accordingly.
- Once the pick up is confirmed, the System Testing Coordinator will receive a confirmation number from UPS that they can reference if questions or changes arise.

## Scheduling a Pick Up with FedEx Freight / or other trucking company

- Systems should keep the original shipping pallets for return shipment.
- Systems should palletize materials and shrink wrap their pallet of materials prior to pick up.
- Your Bill of Lading can be found in your System Return Shipping Kit and the number to call for pick up is at the bottom of your Bill of Lading.
- The System Testing Coordinator should provide FedEx Freight / or other trucking company with the following information:
  - You are calling in a pick up request for Pearson.
  - Address
  - Contact name
  - Contact phone number
  - Number of pallets
  - If loading dock is available or if lift-gate services are needed
  - Hours available for pick up
  - Service level — will be FedEx Freight Priority
  - Destination Zip Code
    - ✓ Scorable shipment — 52245 (Iowa City, IA.)
    - ✓ Non-Scorable shipment — 52404 (Cedar Rapids, IA.)
- Pick ups should be scheduled 24–48 hours in advance. There can be time constraints for specific pick ups based on the Systems location. The Freight Representative will let the System Testing Coordinator know if the pick up can not be made as requested and will adjust accordingly.
- Once the pick up is confirmed, the system will receive a confirmation number from FedEx Freight / or other trucking company that they can reference if questions or changes arise.

















End of Course Assessment  
**Field Test Administration Manual**  
Spring 2013



TN00006245

